

Law Enforcement Training Catalog

**Videotapes produced by the
Federal Bureau of Investigation
Federal Law Enforcement Training Center
National Highway Traffic Safety Administration
Federal Judicial Center**



U.S. DEPARTMENT OF COMMERCE
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VIDEO PROGRAMS TO MEET YOUR TRAINING NEEDS

The videotapes listed in this catalog are produced by training leaders in federal law enforcement:

THE FBI'S NATIONAL CRIME INFORMATION CENTER (NCIC) operates a computerized index of documented criminal information that is one of the most effective crime-fighting weapons available to law enforcement agencies throughout the United States. These videotapes will provide you and your officers with a better understanding of how the NCIC works and how to use it to its fullest potential.

THE FEDERAL LAW ENFORCEMENT TRAINING CENTER (FLETC) is the central training facility for federal law enforcement personnel and enjoys wide acceptance among state and local officers as well. FLETC provides students with specialized skills and abilities that cannot easily be acquired elsewhere. Videotapes used at FLETC are available for use in your classrooms and meeting rooms — when you want them, where you need them.

THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (NHTSA) develops ways to reduce death and injury on the nation's highways. Alcohol and driving is a major focus of the NHTSA videotapes listed in this catalog.

THE FEDERAL JUDICIAL CENTER is the judicial branch's agency for policy research, systems development, and continuing education. The video training programs included are used in orientation classes for court employees and newly appointed federal judges. They also can help law enforcement officials gain a better understanding of the federal court system.

THE BUREAU OF PRISONS has produced training tapes to help corrections officers perform their duties safely and with minimum confrontation and stress in the prisons and with the local community.

VIDEOTAPES MAKE YOUR TRAINING EFFORTS EASIER

Videotapes offer an appealing alternative to lecture or written materials. Dramatizations and action scenes will hold viewers' interest and provide immediate feedback for new behaviors and performance — and they are readily available for playback where and when you need them.

DEPENDABLE LOW-COST TRAINING

Make NTIS' National Audiovisual Center your first choice for training materials. We are the central source for materials from all U.S. government agencies. Our low public service prices have helped many training officers keep their instructional objectives and training goals within budget for over 25 years.

DON'T DELAY — ORDER TODAY

Look through this catalog to find the videotapes that will meet your immediate training needs. You will find other materials that can help you plan for future training sessions, too.

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THE NATIONAL CRIME INFORMATION CENTER (NCIC)

FEDERAL BUREAU
OF INVESTIGATION



NCIC OVERVIEW

NCIC is accessed over 1 million times a day; 136,000 fugitives were apprehended and \$1.4 billion in stolen property recovered in one recent year. This videotape introduces the types of files kept on the system, including wanted, missing, and unidentified persons; foreign fugitives; U.S. Secret Service protective files; vehicles; guns; boats; articles; and securities. It shows how computerized information networking connects every law enforcement agency in the country.

Order no. AVA18852VNB1CFP, \$30.

6-minute VHS, 1990.

Includes one 9pp guide.

NLETS: THE VITAL LINK, OVERVIEW

This program presents an introductory overview of the National Law Enforcement Telecommunications System from its beginning in 1966.

Order no. AVA18858VNB1CFP, \$30.

10-minute VHS, 1988.

USING THE FILES

NCIC/ATF VIOLENT FELON FILE AND GUN FILE

This video highlights violent felon record criteria and positive response policy. It gives an overview of the NCIC gun file, which explains the requirements for data entry and other information necessary for completing record entries and inquiries.

Order no. AVA19068VNB1CFP, \$39.

22-minute VHS, 1992.

Includes one 12pp guide and one 8pp guide.

NCIC MISSING AND STOLEN VEHICLE AND BOAT FILES AND THE WINNING TEAM

This video program includes three titles. *NCIC Vehicle File* explains how this file will help law enforcement agencies nation-wide to locate and identify missing and stolen vehicles. *NCIC Boat File* shows how to properly access and use this file. *The Winning Team* describes the relationship between the officer on the street and the dispatcher.

Order no. AVA18853VNB1CFP, \$35.

35-minute VHS, 1991.

Includes two 10pp guides and one 4pp guide.

NCIC MISSING CHILDREN, UNIDENTIFIED AND WANTED PERSON FILES

This video program includes three titles: *NCIC and Missing Children*; *Unidentified Person File*; and *Wanted Person File*. It explains how these files can be used in locating and identifying people.

Order no. AVA18855VNB1CFP, \$35.

30-minute VHS, 1991.

Includes two 11pp guides.

NCIC LICENSE PLATE AND ARTICLE FILE

This video highlights required data to complete record entries and inquiries for both these files.

Order no. AVA19169VNB1CFP, \$35.

20-minute VHS, 1992.

Includes one 10pp guide and one 12pp guide.

NCIC SECURITIES FILE

This video highlights required data to complete record entries and inquiries.

Order no. AVA19808VNB1CFP, \$35.

6-minute VHS, 1995.

NCIC INTERSTATE IDENTIFICATION INDEX AND SYSTEM SECURITY

This video includes two titles: *Interstate Identification Index* and *NCIC System Security*. It presents criteria for accessing the system, specifies policies for data dissemination, and informs of penalties for unauthorized use of NCIC data.

Order no. AVA18971VNB1CFP, \$35.

19-minute VHS, 1991.

Includes one 5pp guide and one 9pp guide.

NCIC HIT CONFIRMATION, VALIDATION POLICY, AND RESPONSIBILITIES FOR THE AGENCY ADMINISTRATOR

This video program includes three titles: *NCIC Hit Confirmation for Patrol Officers*; *NCIC Validation Policy*; and *NCIC Responsibilities for the Agency Administrator*. It explains the appropriate action to take whenever a positive response is received from NCIC or the state system and provides procedures to follow to avoid making false arrests. An NCIC hit does not constitute probable cause. This videotape explains how and why all hits have to be confirmed. The latter two titles explain why and how to keep NCIC entries accurate, complete, and validated; and provides information and guidelines for agency administrators regarding local supervision and use of the NCIC network.

Order no. AVA18854VNB1CFP, \$35.

35-minute VHS, 1991.

Includes two 10pp guides and one 13pp guide.

MAINTAINING THE FILES

NCIC PACKING THE RECORD AND INVESTIGATIVE OFFLINE SEARCH

This video program includes two titles. *NCIC Packing the Record* explains the importance of putting information into the system that is accurate, complete, and timely. *NCIC Investigative Offline Search* addresses NCIC's offline search capabilities such as information concerning inquiries made upon files.

Order no. AVA18856VNB1CFP, \$35.

18-minute VHS, 1990.

Includes one 11pp guide and one 9pp guide.

NCIC DELAYED INQUIRY PROGRAM AND UPDATING THE RECORD

This video program includes two titles: *NCIC Delayed Inquiry Program* highlights the usefulness and success of the program in establishing investigative leads on stolen vehicles, wanted persons, and missing persons. *Updating the Record* is an overview of the missing and unidentified update program and highlights provisions of the National Child Search Assistance Act of 1990.

Order no. AVA19110VNB1CFP, \$35.

17-minute VHS, 1992.

Includes one 11pp guide and one 13pp guide.



POLICE TECHNIQUES TRAINING

FLETC

FIREARMS

CHARACTERISTICS OF FIREARMS

This tape shows the testing of different caliber firearms against various types of cover used for concealment, and it shows the results of testing.

Order no. AVA19655VNB1CFP, \$60.

37-minute VHS, 1995.

RANGE SAFETY

This video reinforces the firearms instructor's knowledge of range safety. It provides examples of common student safety violations when using semi-automatic handguns, revolvers, shotguns, rifles and special weapons such as Uzis.

Order no. AVA18925VNB1CFP

19-minute VHS, 1990.

COMMUNICATIONS AND INTERPERSONAL SKILLS

INFORMATION GATHERING

"You catch more flies with honey than you do with vinegar," is the approach used to teach law enforcement officers how to obtain information from uncooperative subjects.

Order no. AVA18916VNB1CFP

15-minute VHS, 1991.

INTERVIEWING TECHNIQUES

Five dramatic scenarios demonstrate the general stages of proper interviewing techniques: introduction, report, questions, summary, and close. An on-screen narrator explains each as it is shown.

Order no. AVA18915VNB1CFP

38-minute VHS, 1988.

PASO A PASO

This show consists of sixteen Spanish lessons for law enforcement officers using probable encounters from their day-to-day dealings with Spanish speaking people. Each lesson contains a short dramatic scenario and is followed by a narrative breakdown of the Spanish used in the scenario.

Order no. AVA18904VNB2CFP, \$130.

150-minute video on two VHS, 1990.

LEGAL ISSUES OF 5TH AND 6TH AMENDMENTS

Precedent setting 5th and 6th Amendment issues are presented and discussed. Each of the 10 scenarios starts with a narrative opening, then a reenactment of the pertinent facts of 10 self-incrimination cases brought before the U.S. Supreme Court, followed by a discussion of the case and then the Supreme Court ruling.

Order no. AVA18917VNB1CFP

58-minute VHS, 1994.

LAW ENFORCEMENT IN INDIAN NATIONS

This documentary travels to five different Indian reservations to discuss the unique form of law enforcement operations and jurisdictional problems faced by law enforcement officers with Indian reservations. It gives some examples of how the tribes, communities, and law enforcement officers are working together to solve the problems.

Order no. AVA19599VNB1CFP

48-minute VHS, 1993.

LAW ENFORCEMENT WITHIN INDIAN NATIONS

In an interview-documentary style, this program explores the unique form of law enforcement operations within the boundaries of Indian reservations.

Order no. AVA19659VNB1CFP

48-minute VHS, 1992.

VICTIM AND WITNESS AWARENESS, BECAUSE YOU NEED TO KNOW

The specific needs and rights of victims and witnesses of crimes are shown in a documentary-interview style. The responsibilities of the law enforcement officer, as defined by the Victim and Witness Protection Act, are outlined. Viewers are motivated to develop psychological first aid techniques for dealing with victims and witnesses of crime.

Order no. AVA18918VNB1CFP

37-minute VHS, 1988.



UNDERSTANDING CRIMINAL TECHNIQUES

HAZARDOUS DEVICES IN CONTRABAND

Criminals hide booby traps in concealed contraband to protect that contraband from other criminals. This program shows law enforcement officers how to avoid injury or death from these devices.

Order no. AVA19657VNB1CFP

20-minute VHS, 1995.

CLANDESTINE DRUG LABS AND THE FIRST RESPONDER

This tape provides training on the unique health and safety risks posed by clandestine drug labs to first responders and law enforcement officials.

Order no. AVA19015VN02CFP, \$185.

4.5-hour video on two VHS, 1991.

TELECOMMUNICATION FRAUD

This promotional video explores a FLETC course, The Telecommunications Fraud Training Program. Experts in telecommunications show the latest scams used by criminals to access both personal and corporate phone systems. The course also teaches how to track these criminals and the language used by the various telecommunications companies.

Order no. AVA19279VNB1CFP

11-minute VHS, 1993.

LAW ENFORCEMENT TECHNIQUES

PRIMARY INSPECTIONS AT PORTS OF ENTRY

This video gives new employees of the U.S. Customs and Immigration and Naturalization Service an overview of the various land, sea, and air points of entry into the U.S. and an explanation of the methods used to inspect a passenger's baggage and incoming cargo.

Order no. AVA18906VNB1CFP, \$55.

22-minute VHS, 1990.

SEAPORT SECURITY

This show introduces the operation of, and security for, passenger and cargo areas at a working seaport.

Order no. AVA19326VNB1CFP, \$55.

21-minute VHS, 1991.

PROPER USE OF RESTRAINTS

This video describes the types of restraints used on certain security risks and how these restraints are applied properly.

Order no. AVA19328VNB1CFP

11-minute VHS, 1991.

RURAL SURVEILLANCE

This video shows how to conduct a proper surveillance in rural areas. This includes proper camouflage, use of cover, and tactics as set down in FLETC policy.

Order no. AVA19234VNB1CFP, \$55.

22-minute VHS, 1993.

USE OF FORCE

This program uses a dramatic recreation of an illegal but peaceful demonstration that gets out of hand to look at different levels of provocation a police officer might encounter and the proper level of force that officers should use in response to that provocation.

Order no. AVA19233VNB1CFP

15-minute VHS, 1993.

ASSAULT ON TIME

This video discusses protecting nationally significant cultural and historical public sites from prehistoric Native American burial grounds to Civil War battlegrounds. At a variety of sites, stories are told of looting and vandalism, as well as methods to combat these problems. (Produced by the National Park Service.)

Order no. AVA18242VNB1CFP, \$55.

28-minute VHS, 1990.

ADMINISTRATION

CRIME AND PUBLIC HOUSING

This program contrasts two Boston housing projects: one rundown and crime-ridden, the other orderly and law-abiding.

Order no. AVA19306VNB1CFP, \$55.

29-minute VHS, 1990.

COMMUNITY RESPONSE TO JUVENILE FIRESETTING AND JUVENILE ARSON (7/14/93)

This program features some new approaches to all aspects of the juvenile firesetting problems. (Produced by the Federal Emergency Management Administration.)

Order no. AVA19332VN02CFP, \$120.

3-hour video on two VHS, 1993.

FINANCIAL FRAUD INSTITUTE - "THE CUTTING EDGE"

This video advises of training offered to help stop financial fraud criminals.

Order no. AVA19654VNB1CFP, \$50.

12-minute VHS, 1994.

HATE CRIMES

This FBI video explains the definition of a hate crime, the process for handling a hate crime, and documentation necessary for statistics as required by law. (Produced by the FBI.)

Order no. AVA19559VNB1CFP, \$35.

19-minute VHS, 1994.

RECRUITMENT

WOMEN IN FEDERAL LAW ENFORCEMENT - PROFILES

This show highlights the diverse opportunities available to women in federal law enforcement. Viewers gain an inside look into the opinions, experiences, dreams, and realities of twelve women who have chosen careers in federal law enforcement.

Order no. AVA19936VNB1CFP, \$60.

33-minute VHS, 1996.

CUSTOMS CAREERS-EXCEEDING EXPECTATIONS

This tape showcases careers with the U.S. Customs Service. (Produced by the U.S. Customs Service.)

Order no. AVA19324VNB1CFP

19-minute VHS, 1991.

VEHICLE SAFETY

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

CONDUCTING SOBRIETY CHECKPOINT OPERATIONS

This program presents basic operational procedures for legal and safe roadside sobriety checkpoints. It covers: preparation briefing; site set-up; initial driver screening; and detailed investigation.

Order no. AVA19319VNB1CFP, \$55.

26-minute VHS, 1990.

DWI DETECTION AND STANDARIZED FIELD SOBRIETY TESTING

The following products comprise a three-day instructional course for law enforcement personnel. It presents the fundamental tasks that make up the job of DWI enforcement, and identifies the skills and attitudes police officers need to perform those tasks well. The manuals also include a review and proficiency and written examinations. The options tapes present scenarios of DWI situations for student evaluation.

DWI DETECTION AND STANDARDIZED FIELD SOBRIETY TESTING: VISUAL DETECTION PART 1

Order no. AVA19908VNB1CFP

60-minute VHS, 1995.

DWI DETECTION AND STANDARDIZED FIELD SOBRIETY TESTING OPTIONS: TAPE 1

Order no. AVA19912VNB1CFP

51-minute VHS, 1996.

TESTING VISUAL DETECTION PART 2

Order no. AVA19909VNB1CFP

60-minute VHS, 1995.

DWI DETECTION AND STANDARDIZED FIELD SOBRIETY TESTING OPTIONS: TAPE 2

Order no. AVA19913VNB1CFP

47-minute VHS, 1996.

DWI DETECTION AND STANDARDIZED FIELD SOBRIETY TESTING - INSTRUCTOR MANUAL

Order no. AVA19910BB00CFP

974p, 1995.

DWI DETECTION AND STANDARDIZED FIELD SOBRIETY TESTING - STUDENT MANUAL

Order no. AVA19911BB00CFP

276p, 1995.

THE BLOOD ALCOHOL CONTENT ESTIMATOR

This software program provides a quick estimate of blood alcohol concentration based on a person's weight, gender, number of drinks consumed, and time period of consumption.

Order no. PB95-501938CFP, \$27.

3.5-inch DOS Diskette, 1995.

JUDICIAL TRAINING

FEDERAL JUDICIAL CENTER

FEDERAL JUDICIAL CENTER MEDIA DEMO

Describes how the Federal Judicial Center uses audio, video, and multimedia to enhance its educational programs.

Order no. AVA19957VNB1CFP

11-minute VHS, 1995.



THE JUDICIAL SYSTEM

AN INTRODUCTION TO THE FEDERAL COURTS

This show was produced to enhance court employees' overall understanding of the court system. It offers a general introduction to the system's organization, jurisdiction and administration, discussing the types of federal courts (district courts, courts of appeal, and the Supreme Court), the kinds of civil and criminal cases heard, and the responsibilities of federal judges.

Order no. AVA19107VNB1CFP, \$55.

29-minute VHS, 1991.

A WORD OF WELCOME TO THE FEDERAL JUDICIAL SYSTEM

This orientation series for district judges in the federal courts helps new judges view programs on different aspects of their new duties, ranging from civil and criminal pretrial and trial procedures to using support staff. A judge discusses assistance available to judges and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration.

Order no. AVA19288VNB1CFP

9-minute VHS, 1991.

A WORD OF WELCOME TO THE FEDERAL JUDICIAL SYSTEM (APPELLATE JUDGES)

This video discusses assistance available from the Federal Judicial Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration.

Order no. AVA19961VNB1CFP

10-minute VHS, 1995.

A WORD OF WELCOME TO THE FEDERAL JUDICIAL SYSTEM (MAGISTRATE JUDGES)

This show discusses assistance available from the Federal Judicial Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration.

Order no. AVA19960VNB1CFP

7-minute VHS, 1995.

A WORD OF WELCOME TO THE FEDERAL JUDICIAL SYSTEM (DISTRICT JUDGES)

This video discusses assistance available from the Federal Judicial Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration.

Order no. AVA19963VNB1CFP, \$50.

10-minute VHS, 1995.

A WORD OF WELCOME TO THE FEDERAL JUDICIAL SYSTEM (BANKRUPTCY JUDGES)

This video discusses assistance available from the Federal Judicial Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration.

Order no. AVA19962VNB1CFP, \$50.

7-minute VHS, 1995.

GENERAL RULES AND ADMINISTRATION



ADMINISTRATION OF THE JURY SYSTEM AND CONDUCT OF THE JURY TRIAL

A judge discusses jury administration, including the selection process and techniques to improve the utilization rate. He discusses giving preliminary instructions and handling questions from the jury.

Order no. AVA19286VNB1CFP, \$60.

38-minute VHS, 1992.

Includes one 10pp fact sheet.

JUDICIAL ETHICS: PART I: AN OVERVIEW OF ETHICAL RULES IN THE FEDERAL JUDICIAL SYSTEM, AND THE ROLE OF THE CODES OF CONDUCT COMMITTEE: PART II: A PANEL DISCUSSION

A judge explains the code of conduct, various statutory proscriptions, and disclosure requirements. The judge outlines procedures judges should follow when confronted with ethical problems. Part II features a discussion of three hypothetical ethics cases by three judges.

Order no. AVA19282VNB1CFP, \$65.

116-minute VHS, 1991.

Includes one 6pp fact sheet and one 7pp fact sheet.

OVERVIEW OF THE FEDERAL RULES OF EVIDENCE

A judge discusses federal rules of evidence from judicial notice to relevance, hearsay, and authentication. This update of the original program concentrates on rules 404B (other crimes - evidence), 609 (use of prior convictions on cross-examination), and 701-706 (use of expert witnesses). His main point is that these rules are common sense and easily understood.

Order no. AVA19481VNB2CFP, \$130.

155-minute video on two VHS, 1991.

Includes one 58pp fact sheet.

JURISDICTION

This video discusses the four types of federal jurisdiction: federal question; diversity; removal; and supplemental.

Order no. AVA19482VNB2CFP, \$125.

135-minute video on two VHS, 1993.

THE APPELLATE PROCESS

Using a hypothetical case, this video explains how appeals are processed in the federal courts and the role of deputy clerks in processing them. It also discusses appeals from final orders of federal administrative agencies.

Order no. AVA19947VNB1CFP, \$60.

46-minute VHS, 1994.

COURT OFFICERS AND SUPPORT PERSONNEL: RESOURCES FOR THE DISTRICT JUDGE

A judge describes how she works with clerks of court, law clerks, secretaries and other court staff and support personnel. She emphasizes delegating tasks and appropriately using the talents and abilities of support staff.

Order no. AVA19487VNB1CFP, \$60.

31-minute VHS, 1993.

YOUR FIRST YEAR ON THE BENCH

A district judge representative of the administrative office of the U.S. Courts and a representative of the Federal Judicial Center describe the services they offer to new judges, ranging from seminars and publications to one-on-one assistance with ethical issues.

Order no. AVA19592VNB1CFP, \$60.

38-minute VHS, 1994.

MAXIMIZING PRODUCTIVITY: NEW PERSPECTIVES AND PRACTICAL STRATEGIES

This program examines strategies to implement more effective organization structures and methods to increase productivity and service quality in the courts. It contains illustrative examples from courts that have already implemented them.

Order no. AVA19590VNB1CFP

20-minute VHS, 1994.

Includes one 20pp booklet.

ADMINISTRATIVE MATTERS PERTAINING TO MAGISTRATE JUDGES AND THEIR STAFFS

This program answers many of the administrative matters newly appointed magistrate judges are concerned with following their appointment. Topics include education and training, travel, back-up duty, staff support, reporting requirements, compensation, office space and equipment furnishings, automation and computer technology, and the reappointment process.

Order no. AVA19485VNB1CFP

47-minute VHS, 1993.

THE FEDERAL JUDICIAL CENTER: THE AGENCY FOR CONTINUING EDUCATION AND RESEARCH ON JUDICIAL ADMINISTRATION FOR THE COURTS OF THE UNITED STATES

This program provides international visitors an overview of the center and its responsibilities.

Order no. AVA19281VNB1CFP, \$55.

24-minute VHS, 1992.

ENHANCED SUPERVISION: PART 1: CATCH THE VISION; PART 2: CASE STUDY: THE JACK KAISER STORY

This two-part video program presents a model for probation officers to use when supervising offenders. Based on the Comprehensive Crime Control Act's state goals for sentencing, it places emphasis on the development of a supervision plan for each offender by probation officers which allows the officers to allocate their time based on the needs of the individual's case. Part 1 gives an overview and features interviews with those who developed and piloted the system. Part 2 uses a hypothetical case to demonstrate how enhanced supervision works in practice.

Order no. AVA19280VNB1CFP

90-minute VHS, 1991.

PRINCIPLES OF CALENDAR MANAGEMENT

This video discusses important aspects of calendar management. It outlines how a court deals with motions in Chapter 7, 11, 12, and 13 cases; and how to structure calendars, focusing particularly on orders and forms the court has developed and local rules that reduce substantially the amount of time judges spend on the bench.

Order no. AVA19955VNB1CFP, \$60.

31-minute VHS, 1996.

ROLE OF THE U.S. MAGISTRATE JUDGE

This video discusses the primary sources of magistrate judge authority in civil and criminal cases; the common functions of magistrate judges in most district courts, as well as some novel uses; methods of assigning magistrate judges; and standards of review of magistrate judges' decisions.

Order no. AVA19954VNB1CFP, \$55.

21-minute VHS, 1996.

CALLED TO SERVE

This video is designed for courts to use as part of their orientation programs for petit jurors in the federal courts. It welcomes prospective jurors to the federal courts, gives them some "do's" and "don'ts" about being a juror, and encourages them to take their juror service seriously. It includes an overview of the jury selection and trial processes.

Order no. AVA19953VNB1CFP

19-minute VHS, 1995.

Closed captioned.

CRIMINAL LITIGATION

CRIMINAL PRE-TRIAL PROCEEDINGS

Judges discuss the importance of case management during the pretrial phases of a criminal case. Issues include docket control, the speedy trial act, arraignments, pro se representation, bail and pretrial detention, discovery, the Jencks Act, exclusion of the public from pretrial proceedings, disclosure of informants, disclosure of grand jury minutes, pretrial motions, competency to stand trial, preparation of exhibits, special defenses, motions for recusal, and pleas of guilty.

Order no. AVA19285VNB1CFP

68-minute VHS, 1992.

Includes one 13pp fact sheet.

CRIMINAL TRIAL PROCEDURE

A judge discusses procedures useful in controlling criminal trials. She focuses on preliminary instructions to the jury; voir dire; opening statements; direct and cross-examination; bench conferences; illness of the defendant, counsel, or a juror; publicity issues arising during trial; handling guilty pleas in co-defendant cases; preparation and delivery of jury instructions; and communications or requests from deliberating jurors.

Order no. AVA19284VNB1CFP

58-minute VHS, 1992.

Includes one 12pp fact sheet.

HOW CRIMINAL CASES MOVE THROUGH THE DISTRICT COURTS, PARTS 1-4

Using the federal rules of criminal procedure to provide a framework, this four part program follows a hypothetical criminal case from arrest through sentencing and post-trial motions, illustrating the functions of the court, prosecutor, and defense attorney.

Order no. AVA19106VN03CFP, \$200.

226-minute video on three VHS, 1991.

Includes 12pp of instructor's notes and one 23-33pp guide for each part.

AN INTRODUCTION TO THE SPEEDY TRIAL ACT

This program gives docket clerks an overview of how the Speedy Trial Act affects their docketing responsibilities in criminal cases.

Order no. AVA19283VNB1CFP

75-minute VHS, 1991.

This pretraining program includes a 38pp self-test and answer sheet.

CRIMINAL LITIGATION BEFORE MAGISTRATE JUDGES PART 1: COMPLAINTS; WARRANTS FOR ARRESTS; AND SEARCH WARRANTS

This orientation program focuses primarily on criminal litigation issues. Part I features a video lecture which discusses three functions magistrate judges can expect to perform during the initial stages of a criminal case: complaints, warrants for arrest, and search warrants.

Order no. AVA19480VNB1CFP

45-minute VHS, 1993.

CRIMINAL LITIGATION BEFORE MAGISTRATE JUDGES PART 2: PRETRIAL SERVICES THROUGH DETENTION AND REMOVAL HEARINGS

Magistrate judges address pretrial matters that arise after a defendant is arrested. They include pretrial services, appointment of counsel, initial appearance, preliminary examination, pretrial release, detention, and removal hearings.

Order no. AVA19484VNB1CFP

60-minute VHS, 1993.

Includes one 51pp fact sheet.

CRIMINAL LITIGATION BEFORE MAGISTRATE JUDGES PART 4: MISDEMEANORS; GUILTY PLEAS; SENTENCING; REVOCATION OF PROBATION; AND SUPERVISED RELEASE

A magistrate judge discusses five proceedings related to class A misdemeanors: trials, guilty pleas, sentencing, revocation of probation, and supervised release.

Order no. AVA19483VNB1CFP, \$60.

34-minute VHS, 1993.

Includes one 21pp fact sheet.

SENTENCING AND OTHER CRIMINAL POST-TRIAL MATTERS

This video provides an overview of the sentencing process, with emphasis on the Sentencing Reform Act; guideline sentencing; and the role of the court, counsel, and the probation officer in sentencing. It also examines bond pending sentencing and appeal.

Order no. AVA19983VNB1CFP

79-minute VHS, 1995.

Includes one 22pp fact sheet.

CENTRAL VIOLATIONS BUREAU: HOW IT HELPS MAGISTRATE JUDGES PROCESS PETTY OFFENSES: PART III

This video provides an overview of how tens of thousands of petty offense cases are processed in the district courts by magistrate judges with the assistance of the Central Violations Bureau. It discusses the CVB's processing of citations, preparation of final dockets and warrant packages, use of the CVB lockbox and other means of collecting fines, the issuance of warrants and imposition of other sanctions, and accessing the CVB computer. The Administrative Office of the U.S. Courts and CVB publications dealing with these issues are highlighted.

Order no. AVA19952VNB1CFP, \$55.

29-minute VHS, 1996.

STRATEGIES FOR SURVIVAL: SAFETY SKILLS FOR PROBATION OFFICERS AND PRETRIAL SERVICE OFFICERS

This video shows three short dramatizations of officers dealing with hazardous situations: an interview with an officer who survived a shooting attempt by an offender, a program on victim impact, and five officers discussing their short- and long-term responses to critical incidents.

Order no. AVA19950VNB1CFP

78-minute VHS, 1993.

FIRST LINE SAFETY

This tape, for probation office support staff, has three scenarios that will enhance their observation skills.

Order no. AVA19949VNB1CFP

5-minute VHS, 1995.

CIVIL LITIGATION

CASE MANAGEMENT AND CIVIL PRETRIAL PROCEDURE

This program discusses the federal judges' caseload, time management, and basic procedures for the efficient management of federal civil cases. Civil pretrial procedure discussions center around the Rule 16 conference, controlling discovery disputes, and deciding pretrial motions.

Order no. AVA19108VNB1CFP, \$55.

28-minute VHS, 1991.

Includes one 7pp guide.

THE FINAL PRETRIAL CONFERENCE AND THE CIVIL TRIAL

Judges discuss and emphasize the continued importance of careful case management as the civil trial approaches. Topics include the final pretrial conference, jury selection and orientation; maximizing jury performance; courtroom demeanor; instructions; summations and deliberations; the verdict and post-trial proceedings; and the bench trial.

Order no. AVA19287VNB1CFP

52-minute VHS, 1992.

Includes one 5pp fact sheet and one 9pp fact sheet.

HOW CASES MOVE THROUGH BANKRUPTCY, PTS. 1-4

This four-part program explains bankruptcy procedure and how it affects the clerk's office. Part 1 discusses bankruptcy laws and rules, and the organization and jurisdiction of the bankruptcy courts. Part 2 covers Chapter 7 and the basic steps involved in a liquidation and some legal steps that apply to all filings. Part 3 shows what could happen if the owners reject the alternative of liquidation and choose to reorganize and continue their struggle to keep the business open. Part 4 discusses the basic steps in a reorganization, the people who are involved, and legal concepts important in Chapter 11.

Order no. AVA19593VNB4CFP, \$125.

154-minute video on four VHS, 1994.

Includes one each 24pp, 51pp, 47pp, and 21pp books.

OVERVIEW OF CHAPTER 13

Two judges discuss the legislative history and statutory framework of Chapter 13, the elements of a Chapter 13 plan, the confirmation process, filing and allowance of claims, dismissal and conversion, and the "super" or "full" compliance discharge.

Order no. AVA19956VNB1CFP, \$60.

31-minute VHS, 1995.

1993 AMENDMENTS TO THE FEDERAL RULES OF CIVIL PROCEDURE: NEW CHALLENGES IN COURT ADMINISTRATION

This program covers major issues of court administration resulting from the 1993 amendments to the Federal Rules of Civil Procedure: the potential for inconsistencies or conflicts between these rules, local rules, civil justice expense and delay reduction plans, and individual judges' standing orders; a suggested functional approach to revising local rules in light of the 1993 amendments, and application of the amendments to pending cases; and methods of informing the bench and bar about changes resulting from the amendments.

Order no. AVA19591VNB1CFP

52-minute VHS, 1994.

Includes one 20pp booklet.

CORRECTIONAL INSTITUTION TRAINING

BUREAU OF PRISONS

COMMUNITY CORRECTIONS

This video tells the story of the halfway house, a place where the inmate spends half the time in the house and half the time outside working. BOP staff closely monitor the inmate at this facility and also help re-establish the inmate back into the community.

Order no. AVA19653VNB1CFP

15-minute VHS, 1990.

INTRODUCTION TO THE PRISON CONTROL CENTER

This video shows the control center of a *state of the art* facility. It opens and closes the gates as well as controls the institution in general. The viewer will see how the center operates and how the people who work there handle the day-to-day workload.

Order no. AVA19656VNB1CFP

15-minute VHS, 1995.

ENHANCED SUPERVISION PART I: CATCH THE VISION PART II: CASE STUDY: THE JACK KAISER STORY

Enhanced Supervision is a model for probation officers to use when supervising offenders. It places new emphasis on probation officers developing a supervision plan for each offender. Part I serves as an introduction and overview of enhanced supervision. Part II uses a hypothetical case to demonstrate how enhanced supervision can work in practice.

Order no. AVA19280VNB1CFP

90-minute VHS, 1991.

WELCOME TO THE BOP STAFF TRAINING ACADEMY

This video shows the training each and every employee of Bureau of Prisons must go through and pass before they become full fledged staff members.

Order no. AVA19658VNB1CFP, \$55.

21-minute VHS, 1991.

RELIGIOUS AND CULTURAL DIVERSITY IN THE BOP

New staff are asked to put their personal prejudices aside and treat the inmates they supervise with respect and understanding even though their religious, cultural, and ethnic make-up might be radically different from their own. This program explains how BOP is working to ensure its system is sensitive to the specialized language, dietary, and religious needs of inmates.

Order no. AVA18920VNB1CFP, \$55.

16-minute VHS, 1990.

CONFRONTAL AVOIDANCE

This program demonstrates to prison staff the correct procedures for resolving confrontations with inmates who have lost control. The program also explains how to subdue and restrain inmates when force is necessary.

Order no. AVA19327VNB1CFP

20-minute VHS, 1992.

MALE PAT SEARCH/PROPER SEARCH OF FEMALE INMATES

This two-part video shows the correct procedures for conducting a systematic, thorough, and professional pat search for weapons and contraband. Part one covers the male pat search, and part two covers pat searches for females.

Order no. AVA19329VNB1CFP

15-minute VHS, 1992.

STRIP SEARCH

This video shows the standard procedure for a visual or strip search of an inmate. Scenarios include both male and female searches.

Order no. AVA18921VNB1CFP

10-minute VHS, 1991.

PROPER USE OF RESTRAINTS

This videotape describes how to properly use different types of restraints: handcuffs, belly chain, leg irons, and black box. It discusses how precautions are tightened depending on the custody level and security risk of each inmate.

Order no. AVA19328VNB1CFP

11-minute VHS, 1991.

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